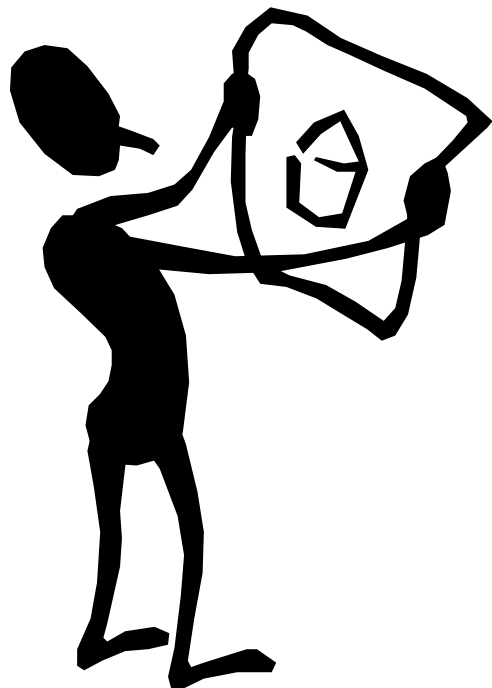


12th Grade

Preparation Activities
Results
for
the Student Portfolio



EDUCATION AND TRAINING

NAME _____ DATE _____

SCHOOL NAME	PROGRAM	LOCATION	COST	LENGTH OF TRAINING	QUALIFICATI ON
THE SCHOOL OF HAIRSTYLING	COSMETOLOGY				
SAGE TECHNICAL SERVICES	TRUCK DRIVING				
NORTH IDAHO COLLEGE	FORESTRY/WILDL IFE/RANGE/RECRE ATION MANAGEMENT				
UNIVERSITY OF IDAHO	JOURNALISM & MASS COMMUNICATION				
IDAHO STATE UNIVERSITY	COMPUTER INFORMATION SYSTEMS				
BOISE STATE UNIVERSITY	RAPTOR BIOLOGY				

SAMPLE RESUMES
FILE: JOB SEARCH

RECENT GRADUATE'S RESUME

RESUMES FOR RECENT HIGH SCHOOL, GENERAL EDUCATION DEVELOPMENT (GED), OR COLLEGE GRADUATES CAN EMPHASIZE ACADEMIC RECORD, SUMMER AND PART-TIME JOBS, AND INTERESTS. RELATING EDUCATIONAL EXPERIENCE, WORK EXPERIENCE, AND INTERESTS TO THE TYPE OF WORK DESIRED IS AN EFFECTIVE WAY TO PRESENT YOUR QUALIFICATIONS. THIS RESUME IS ALSO USEFUL FOR PEOPLE WITH LITTLE OR NO WORK EXPERIENCE.

ROBERT T. GILBREATH

5021 WEST BURNEY STREET BURLEY, IDAHO 83318
(208) 555-3232

OBJECTIVE	ENTRY-LEVEL POSITION IN A PHOTOGRAPHIC PROCESSING SHOP.	
EDUCATION	BURLEY HIGH SCHOOL, BURLEY, IDAHO. DIPLOMA. MEMBER, PHOTOGRAPHY CLUB. PHOTOGRAPHER FOR STUDENT NEWSPAPER AND YEARBOOK.	
	RAFT RIVER SKILLS CENTER, BURLEY, IDAHO. SIX-WEEK WORKSHOP IN BASIC CAMERA REPAIR.	
RELEVANT COURSES	PHOTOGRAPHY, YEARBOOK, JOURNALISM.	
EXPERIENCE	TEMPORARY SALES CLERK. WRIGHT'S ATHLETICS, BURLEY, IDAHO 83318. JUNE 1996 TO SEPTEMBER 1996. SET UP FLOOR AND COUNTER DISPLAYS. DEMONSTRATED AND SOLD HOUSEHOLD APPLIANCES. MAINTAINED RECEIPTS.	
AWARDS	FIRST PLACE AWARD IN PHOTOGRAPHY COMPETITION SPONSORED BY THE RAFT RIVER ARTS COUNCIL, JUNE 1995.	
INTERESTS	PORTRAIT PHOTOGRAPHY, FRAME MAKING, REPAIRING OLD CAMERAS.	
REFERENCES	DAN TUCKER	SUE STILES, ADVISOR
	MANAGER WRIGHT'S ATHLETICS (208) 555-5436	PHOTOGRAPHY CLUB RAFT RIVER SKILLS CENTER (208) 555-5678

TIPS FOR THE RECENT GRADUATE'S RESUME

-- THIS RESUME CAN BE USED SUCCESSFULLY FOR BOTH HIGH SCHOOL AND COLLEGE GRADUATES. ADJUST THE INFORMATION TO MEET YOUR SPECIFIC EDUCATION AND EXPERIENCE.

-- PRESENT YOUR WORK EXPERIENCE AND EDUCATION IN A FORMAT THAT BEST DISPLAYS YOUR SKILLS FOR AN EMPLOYMENT OBJECTIVE. COMBINING THE CHRONOLOGICAL AND FUNCTIONAL RESUME FORMATS MAY PRODUCE A MORE INFORMATIVE RESUME WHEN YOUR EXPERIENCE AND SKILLS APPLY TO THE JOB FOR WHICH YOU ARE APPLYING.

SAMPLE EXCERPT FROM IDAHO CAREER INFORMATION SYSTEM.

-- YOU MAY WANT TO LIST SEMESTER HOURS AND GRADES WHEN THEY ARE A 3.26 GPA OR BETTER. EMPLOYERS MAY BE IMPRESSED BY YOUR ABILITY AND DRIVE.

-- EXTRACURRICULAR ACTIVITIES ARE IMPORTANT IF THEY RELATE TO THE EMPLOYMENT OBJECTIVE, SHOW A WELL-ROUNDED PERSONALITY, OR DEMONSTRATE POSITIVE SOCIAL ABILITIES.

-- MENTION SCHOLARSHIPS, AWARDS, OR HONORS YOU RECEIVED.

-- COLLEGE GRADUATES SHOULD LIST ALL DEGREES: PROFESSIONAL, GRADUATE, AND UNDERGRADUATE.

SAMPLE EXCERPT FROM IDAHO CAREER INFORMATION SYSTEM.

DEVELOPING A RESUME

FILE: JOB SEARCH

OVERVIEW

RESUMES ARE USED TO OBTAIN AN INTERVIEW AND ARE NOT MEANT TO SERVE THE SAME PURPOSE AS A JOB APPLICATION. RESUMES SHOULD BE DESIGNED TO SELL YOU AND YOUR SKILLS, ABILITIES, AND KNOWLEDGE, TO AN EMPLOYER. COMPANIES TYPICALLY RECEIVE HUNDREDS OF RESUMES, SO THEY GIVE ONLY A QUICK GLANCE (PERHAPS 10 SECONDS) TO EACH. TO ENSURE THAT YOUR RESUME GETS YOU AN INTERVIEW, FIT IT (HONESTLY) TO THE EMPLOYER'S NEEDS. EXPLAIN HOW YOU CAN SOLVE THEIR PROBLEMS WITH YOUR SKILLS AND ABILITIES.

RESUMES ALLOW YOU TO DECIDE WHICH FACTS TO PRESENT TO A PROSPECTIVE EMPLOYER. INCLUDE ONLY THOSE FACTS THAT DO THE MOST TO CREATE A FAVORABLE IMPRESSION AND MEET YOUR SPECIFIC EMPLOYMENT OBJECTIVE. TAILOR THE RESUME TO THE JOB FOR WHICH YOU ARE APPLYING.

WHEN DEVELOPING YOUR RESUME, TARGET YOUR SKILLS, QUALIFICATIONS, AND ACCOMPLISHMENTS TO THE JOB YOU'RE LOOKING FOR. EMPHASIZE THE SKILLS YOU HAVE THAT ARE THE SAME AS THE SKILLS REQUIRED TO DO THE WORK. YOUR RESUME SHOULD BE RESULTS ORIENTED. USE SPECIFIC EXAMPLES OF HOW YOU USED YOUR SKILLS TO ACCOMPLISH SOMETHING. USE THE TERMINOLOGY OF THE OCCUPATION FOR WHICH YOU ARE APPLYING. WHEN DESCRIBING YOUR WORK EXPERIENCE, MENTION DUTIES AND RESPONSIBILITIES THAT INDICATE USE OF THESE SKILLS.

REMEMBER, THERE IS NO ONE RIGHT WAY. THE STYLE AND INFORMATION WILL VARY DEPENDING ON YOU AND YOUR PARTICULAR SITUATION. WHEN YOU ARE APPLYING FOR DIFFERENT OCCUPATIONS, DESIGN A RESUME TARGETED TO EACH OCCUPATION AND EMPLOYER. TALK TO SOMEONE WORKING FOR THE COMPANY OR IN THAT OCCUPATION AND GET A FEEL FOR THE VOCABULARY AND ISSUES COMMON TO THE INDUSTRY, COMPANY, OR OCCUPATION. SEND THE RESUME ALONG WITH A COVER LETTER TO THE PERSON WHO WILL BE DOING THE HIRING.

WHAT'S IN A RESUME?

SEVERAL TYPES OF INFORMATION BELONG IN YOUR RESUME.

NAME, ADDRESS, AND TELEPHONE NUMBER

PLACE AT THE TOP OF THE PAGE. AVOID ABBREVIATIONS AND NICKNAMES. USE THE SAME NAME USED ON YOUR EMPLOYMENT APPLICATION. IF YOU DO NOT HAVE A TELEPHONE, GIVE A TELEPHONE NUMBER WHERE YOU CAN RECEIVE MESSAGES. OTHERWISE, HAVING A MESSAGE TELEPHONE NUMBER ON YOUR RESUME IS OPTIONAL. DO NOT HAVE THE WORD "RESUME" AT THE TOP OF THE PAGE.

EMPLOYMENT OBJECTIVE

A BRIEF STATEMENT ABOUT THE POSITION FOR WHICH YOU HOPE TO INTERVIEW. THIS STATEMENT SHOULD INCLUDE ONLY ONE OBJECTIVE OR GOAL. STATE YOUR OBJECTIVE CLEARLY, OR LEAVE IT OUT.

QUALIFICATIONS AND ACCOMPLISHMENTS

LIST YOUR QUALIFICATIONS AND ACCOMPLISHMENTS SUCH AS SALES RECORDS, PATENTS, CONTRACTS, WORKS PUBLISHED, COMPANY'S MONEY SAVED, OR IMPROVEMENTS MADE. BE SKILLS SPECIFIC. DON'T LIST VAGUE QUALITIES LIKE "GOOD WORK ETHIC," BUT DESCRIBE ACTUAL ACHIEVEMENTS LIKE "REDUCED COMPANY DEFICIT BY 50 PERCENT." USE SPECIFIC FIGURES.

EDUCATIONAL BACKGROUND

LIST THE SCHOOLS YOU HAVE ATTENDED, BEGINNING WITH YOUR PRESENT OR MOST RECENT SCHOOL. LIST DIPLOMAS YOU HAVE EARNED AT EACH SCHOOL. IF YOU DID NOT GRADUATE, STATE HOW MANY YEARS YOU ATTENDED. DO NOT INCLUDE DATES. BY GIVING DATES YOU COULD REVEAL YOUR AGE; AGE HAS NO BEARING ON WORK ABILITY.

IF YOU ARE A RECENT GRADUATE, BRIEFLY DESCRIBE ACTIVITIES, ACCOMPLISHMENTS, AWARDS, HONORS, AND

ATHLETICS THAT INDICATE A WELL-ROUNDED PERSONALITY, DEMONSTRATE A SOCIAL AWARENESS, AND ARE RELATED TO YOUR EMPLOYMENT OBJECTIVE. IF YOU HAVE BEEN OUT OF SCHOOL FOR A WHILE, GIVE LESS EDUCATIONAL DETAIL, BUT PRESENT YOUR EDUCATION CLEARLY AND CONCISELY. FINALLY, LIST RECENT COURSES THAT ARE RELEVANT TO YOUR EMPLOYMENT OBJECTIVE.

WORK EXPERIENCE

INCLUDE THE NAMES AND ADDRESSES OF EMPLOYERS, BEGINNING WITH YOUR PRESENT OR MOST RECENT WORK. IF DATES ARE LISTED, USE ONLY THE BEGINNING AND ENDING MONTH AND YEAR. PROVIDE YOUR JOB TITLE AND A BRIEF DESCRIPTION OF YOUR DUTIES AND ACCOMPLISHMENTS. USE QUANTIFIABLE DATA OR MEASURABLE DESCRIPTIONS WHERE APPROPRIATE.

VOLUNTEER WORK

IF YOU HAVE DONE VOLUNTEER WORK THAT SHOWS YOU HAVE SKILLS OR ABILITIES THAT RELATE TO THE JOB YOU ARE SEEKING, IT IS GENERALLY HELPFUL TO INCLUDE IT. USE THE SAME FORMAT AS FOR YOUR WORK EXPERIENCE.

WHEN USING VOLUNTEER EXPERIENCE AS PART OF YOUR RESUME, DO NOT MENTION VOLUNTEER WORK FOR SPECIAL-INTEREST OR POLITICAL GROUPS UNLESS YOU ARE APPLYING FOR A JOB WITH AN ORGANIZATION THAT FULLY SUPPORTS THE WORK OF THOSE GROUPS.

MILITARY SERVICE

INCLUDE THIS SECTION IF YOU HAVE HAD RECENT AND EXTENSIVE MILITARY SERVICE EXPERIENCE. FOR OTHERS, THIS SECTION IS OPTIONAL. LIST ANY TRANSFERABLE SKILLS THAT ARE APPLICABLE TO THE POSITION FOR WHICH YOU ARE APPLYING.

ADDITIONAL INFORMATION

INCLUDE FACTS THAT ARE RELEVANT TO YOUR EMPLOYMENT OBJECTIVE. FOR EXAMPLE, LIST: AWARDS, HONORS, AND SCHOLARSHIPS; PROFESSIONAL MEMBERSHIPS; ATHLETIC OR CIVIC ACTIVITIES; FOREIGN LANGUAGES YOU SPEAK OR WRITE; SKILLS SUCH AS TYPING AND COMPUTERS OR SOFTWARE YOU CAN USE; EQUIPMENT YOU OPERATE; CURRENT OCCUPATIONAL LICENSES OR CERTIFICATES; AND HOBBIES OR INTERESTS THAT RELATE TO THE JOB.

REFERENCES

MOST EMPLOYERS PREFER A STATEMENT SUCH AS "REFERENCES PROVIDED ON REQUEST," RATHER THAN INCLUDING THEM ON THE RESUME. WHEN WRITING YOUR REFERENCE LIST, SELECT THREE PEOPLE WHO HAVE KNOWN YOU FOR AT LEAST ONE YEAR. THE BEST REFERENCES ARE EMPLOYERS WHO KNOW YOUR SKILLS AND INTERESTS OR CUSTOMERS WHO HAVE RECEIVED YOUR SERVICE. IT MAY BE MORE IMPRESSIVE FOR YOU TO TYPE YOUR REFERENCES ON A SEPARATE SHEET OF PAPER AND REVEAL THEM AT THE INTERVIEW.

TIPS FOR AN EFFECTIVE RESUME

EMPLOYERS ANSWER DIFFERENTLY WHEN ASKED WHAT THEY THINK IS A GOOD RESUME. MOST EMPLOYERS, HOWEVER, AGREE THE RESUME SHOULD:

--
GIVE A SINGLE GOAL OR OBJECTIVE.

--
BE NO MORE THAN ONE OR TWO PAGES IN LENGTH, AT MOST.

--
LIST YOUR EDUCATION, WORK HISTORY, AND SKILLS, BUT NO ONE ORDER IS BEST.

--
BE AIMED AT ONE JOB OR EMPLOYER. IF YOU HAVE MANY JOB OBJECTIVES, YOU SHOULD WRITE A NEW RESUME

FOR EACH TYPE OF JOB.

--

BE TYPESET OR WORD PROCESSED AND BE NEAT.

BELOW ARE SUGGESTIONS TO HELP YOU MAKE YOUR RESUME THE BEST STATEMENT ABOUT YOU AND YOUR POTENTIAL AS AN EMPLOYEE.

BE BRIEF

ONE PAGE OF WELL-ORGANIZED INFORMATION WILL SAY MORE GOOD THINGS ABOUT YOU THAN TWO OR THREE PAGES OF UNNECESSARY DETAILS. IT IS CRITICAL TO HAVE YOUR RESUME HIGHLIGHT YOUR AREAS OF EXPERIENCE AND TRAINING THAT MATCH THE REQUIREMENTS OF THE JOB.

AVOID REPEATING DETAILS THAT ARE COMMON TO SEVERAL AREAS. KEEP SENTENCES SHORT AND TO THE POINT. EMPHASIZE SKILLS AND CREDENTIALS. ELIMINATE UNNECESSARY INFORMATION AND MAKE SURE STATEMENTS ARE EASILY UNDERSTOOD.

STATE YOUR EMPLOYMENT OBJECTIVE

CLEARLY STATE YOUR EMPLOYMENT OBJECTIVE. YOU MAY DEVELOP A WELL-DEFINED OBJECTIVE OR HAVE SEVERAL OBJECTIVES FOR DIFFERENT WORK IN WHICH YOU ARE INTERESTED. THEY SHOULD BE CONSISTENT WITH YOUR ACCOMPLISHMENTS AND DEMONSTRATED SKILLS, AS DOCUMENTED ON YOUR RESUME. IN ALL CASES, AVOID THE "DO ANYTHING" TYPE OF OBJECTIVE. REMEMBER THAT A JOB OBJECTIVE SPECIFICALLY DEFINES TO THE OPENING YOU WISH TO FILL, WHEREAS A CAREER OBJECTIVE IS A LONG-RANGE PLAN THAT MAY OR MAY NOT RELATE DIRECTLY TO THE JOB FOR WHICH YOU ARE APPLYING.

AVOID USING "I"

AVOID USING THE PRONOUN "I." FOR EXAMPLE, INSTEAD OF WRITING, "I WAS RESPONSIBLE FOR BOOKKEEPING AND BILLING," SIMPLY WRITE, "RESPONSIBLE FOR BOOKKEEPING AND BILLING." THIS WILL MAKE IT EASIER FOR YOU TO GIVE YOURSELF PROPER CREDIT WITHOUT FEELING BOASTFUL. AVOID STATEMENTS LIKE, "DUTIES INCLUDE;" INSTEAD IDENTIFY WHAT YOU DID USING ACTION VERBS AND A QUANTIFIABLE DESCRIPTION WHENEVER POSSIBLE. IF THE RESUME WILL BE ELECTRONICALLY SCANNED BY THE EMPLOYER, REPLACE ACTION VERBS WITH IMPORTANT NOUNS.

DATES

CONSIDER THE USE OF DATES ON YOUR RESUME. BY GIVING DATES YOU COULD REVEAL YOUR AGE; AGE HAS NO BEARING ON ABILITIES. YOU MAY WANT TO CONSIDER CAREFULLY WHETHER TO USE OR NOT USE DATES ON YOUR RESUME. EMPLOYERS CHECK THE DATES ON YOUR RESUME LOOKING FOR GAPS IN EMPLOYMENT. BE PREPARED TO EXPLAIN ANY BREAKS IN EMPLOYMENT. EMPLOYERS ALSO ROUTINELY VERIFY STATED DATES OF EMPLOYMENT WITH YOUR FORMER EMPLOYERS.

TOPICS TO AVOID

AVOID USE OF PERSONAL INFORMATION SUCH AS AGE, HEIGHT, WEIGHT, MARITAL STATUS, RELIGION, CITIZENSHIP, OR ANY HOBBIES OR ACTIVITIES THAT ARE NOT DIRECTLY RELATED TO THE JOB. THESE HAVE NO BEARING ON YOUR ABILITY TO DO THE WORK. YOU MAY WANT TO VOLUNTEER SELECTED PERSONAL INFORMATION IF YOU KNOW IT WILL BE TO YOUR ADVANTAGE, SUCH AS STRENGTH OR ENDURANCE FOR SOME LABOR INTENSIVE JOBS. YOU WILL NEED TO CAREFULLY CONSIDER INFORMATION THAT WILL GIVE YOU AN EDGE.

TIPS FOR AN ATTRACTIVE RESUME

EYE APPEAL

GIVE YOUR RESUME EYE-APPEAL. USE ADEQUATE MARGINS, DOUBLE-SPACE AFTER EACH SECTION, BE SURE THE TYPE IS CLEAN AND DARK, AND STRIVE FOR AN UNCLUTTERED APPEARANCE. USE BOLDING, UNDERLINING, CAPITAL LETTERS, BOXES, BULLETS, AND SPACING TO EMPHASIZE AREAS. USE AN ATTRACTIVE TYPEFACE THAT IS EASY TO READ AND IS NO SMALLER THAN 10-POINT TYPE. REMEMBER THAT IN MOST CASES YOU HAVE VERY

LITTLE TIME TO MAKE AN IMPRESSION WITH YOUR RESUME.

FINAL DRAFT

FOR YOUR FINAL DRAFT YOU MAY WANT TO HAVE A PROFESSIONAL DESIGN AND PROOFREAD YOUR RESUME. IF YOU DESIGN IT YOURSELF, USE A WORD PROCESSOR OR COMPUTER GRAPHICS PROGRAM. PROOFREAD YOUR RESUME CAREFULLY. CORRECT SPELLING AND GRAMMAR ARE VERY IMPORTANT. HAVE THE DRAFT CHECKED BY MORE THAN ONE PERSON. DO NOT RELY ON A SPELL-CHECKER PROGRAM FOR PROOFING!

QUALITY PAPER

CHOOSE A HIGH-QUALITY, 8 1/2 X 11-INCH WHITE OR IVORY PAPER. USE BETWEEN 20- AND 24-POUND 100 PERCENT COTTON FIBER PAPER AND A GOOD DUPLICATING PROCESS. FOR THE BEST RESULTS, HAVE THE RESUME TYPESET AND REPRODUCED BY OFFSET PRINTING. IF YOU ARE USING A COMPUTER OR WORD PROCESSOR, PRINT ON A LASER PRINTER. LASER PRINT IS ALMOST AS GOOD AS PHOTO-TYPESETTING. DO NOT USE A DOT-MATRIX PRINTER. DO NOT USE COLORED OR TEXTURED PAPER.

COMMERCIAL COPY SERVICES USUALLY PRODUCE GOOD COPIES AT LOW COST AND HAVE QUALITY PAPER AT A PER SHEET PRICE. CHECK THE TELEPHONE YELLOW PAGES UNDER "COPYING AND DUPLICATING SERVICES."

KEY VERBS FOR RESUME PREPARATION

HERE IS A SAMPLE LIST OF ACTION VERBS THAT WILL BE USEFUL TO YOU. GO THROUGH THE LIST AND SEE WHICH ONES YOU CAN USE TO MAKE YOUR RESUME MORE ACTIVE AND ACTION ORIENTED.

ACCELERATED	DISCOVERED	INSTITUTED	PROPOSED
ACHIEVED	DISPLAYED	INSTRUCTED	PROVED
ADAPTED	DOUBLED	INTEGRATED	PUBLISHED
ADMINISTERED	EDITED	INTRODUCED	RECONCILED
ADVANCED TO	ELIMINATED	INVENTED	REDUCED
ANALYZED	EMPLOYED	INVESTIGATED	REGULATED
APPLIED	ENACTED	KEYNOTED	REINFORCED
APPROVED	ENGINEERED	LECTURED	REORGANIZED
ARRANGED	ENLARGED	LED	REPORTED
ASSEMBLED	ESTABLISHED	LICENSED	RESEARCHED
ASSISTED	ESTIMATED	LOCATED	RESHAPED
ATTAINED	EVALUATED	MAINTAINED	RESOLVED
BOUGHT	EXAMINED	MANAGED	REVAMPED
BUDGETED	EXECUTED	MANUFACTURED	REVIEWED
BUILT	EXHIBITED	MARKETED	REVISED
CHAired	EXPANDED	MAXIMIZED	SAVED
COMMANDED	FACILITATED	MODERATED	SECURED
COMPLETED	FINANCED	MOTIVATED	SERVED
COMPOSED	FORECAST	NEGOTIATED	SIMPLIFIED
CONCEIVED	FORMED	OBTAINED	SOLD
CONDUCTED	FOUNDED	OPERATED	SORTED
CONTRACTED	GOVERNED	ORIGINATED	STIMULATED
CONTROLLED	GUIDED	PERCEIVED	STRENGTHENED
CONVERTED	HELPED	PERFECTED	STRUCTURED
COORDINATED	HIRED	PERFORMED	SUCCEEDED
CORRELATED	ILLUSTRATED	PERSUADED	SUPERVISED
CREATED	IMPLEMENTED	PIONEERED	SUPPORTED
DECIDED	IMPROVED	PLACED	SYSTEMATIZED
DESIGNED	INFLUENCED	PROCURED	TUTORED
DEVELOPED	INSPECTED	PROGRESSED	VERIFIED
DIRECTED	INSTALLED	PROMPTED	WROTE

NOUNS FOR RESUMES

HERE IS A SAMPLE LIST OF NOUNS THAT WILL BE USEFUL TO YOU. GO THROUGH THE LIST AND SEE WHICH ONES YOU CAN USE TO MAKE YOUR RESUME MORE POWERFUL.

APPROACHES	HANDBOOK	PROGRAM
ART	HELP	PROJECT
ASSIGNMENT	HUMAN RESOURCES	RECOMMENDATION
ATTACHMENT	IDEAS	RECORDS
CAPABILITIES	INDIVIDUALS	RELATIONS
CATALOG	INFORMATION	REPORTS
CHANGE	INNOVATION	REQUIREMENTS
CHARTS	INPUT	RESEARCH
COMMUNICATIONS	INVESTIGATIONS	RESOLUTIONS
COMPETITION	MACHINES	RESOURCES
CONCLUSIONS	MATERIALS	RESPONSE
CONTROLS	METHODS	SELF-STARTER
COST	OPERATIONS	SERVICE
CRITERIA	OUTPUT	SOLUTIONS
DATA	PERFORMANCE	SOURCES
DESIGNS	PLAN	SPECIFICATIONS
DUTIES	POLICIES	STANDARDS
EVENTS	PRECISION	STATISTICS
FACTS	PRESENTATIONS	STRATEGY
FINDINGS	PRINCIPLE	STRUCTURE
FIXTURES	PRIORITIES	SURVEY
FRAMEWORK	PROBLEM	SYSTEM
GOALS	PROCESS	TECHNIQUE
GROUPS	PROCEDURES	TREATMENT
GROWTH	PRODUCT	VARIABLES

ADVERBS AND ADJECTIVES FOR RESUMES

THESE WORDS DESCRIBE HOW YOU DO THINGS. GO THROUGH THE LIST AND SEE WHICH ONES YOU CAN USE IN YOUR RESUME TO ACCURATELY REFLECT YOU AND THE WAY YOU DO THINGS.

ACCURATE	DRIVING	INNOVATIVE	RELIABLE
ACUITY	DYNAMIC	INSTRUMENTAL	REPEATEDLY
ADEPT	EASILY	LEADING	RESPECTED
ARTFUL	EFFECTIVELY	LIFELONG	RESPONSIBLE
ASTUTE	EXCEPTIONAL	MASTERY	SENSITIVE
AWARE	EXPERT	NATURAL	SIGNIFICANT
BROAD	EXPERIENCED	NEW	SOPHISTICATED
CALM	EXTENSIVELY	OBJECTIVE	STRONGLY
CHALLENGING	FIRM	OPEN-MINDED	SUCCESSFUL
COMPETENT	FORESIGHT	ORIGINAL	TACTFUL
CONCERNED	GREATLY	OUTGOING	TALENTED
CONTAGIOUS	HIGHLY	OUTSTANDING	TRAINED
CREATIVE	HIGH-LEVEL	PENETRATING	UNCOMMON
DEDICATED	HONEST	PERCEPTIVE	UNIQUE
DEPENDABLE	HUMANIZING	PIONEERING	UNUSUAL
DIPLOMATIC	IMAGINATIVE	QUICK	VERSATILE
DISCRETE	IMPROVED	READILY	VIGOROUS
DIVERSE			

RELATED JOB SEARCH INFORMATION

COLLECTING IMPORTANT INFORMATION

IDENTIFYING TRANSFERABLE SKILLS

SAMPLE RESUMES

WRITING A COVER LETTER FOR YOUR RESUME

RELATED KEEPING YOUR JOB INFORMATION

YOUR CAREER GOALS

PROMOTIONS